



Diocese of Salisbury Academy Trust

'Beyond expectations for all of God's children'



Dunbury Church of England Academy

Teaching Assistant



Recruitment Pack



Welcome to the Diocese of Salisbury Academy Trust (DSAT)

and thank you for your interest in working with us. The Trust is based at the Diocesan Education Centre in the historic village of Wilton, located three miles to the West of the medieval city of Salisbury.

In this pack we have enclosed some interesting and useful information about the Trust, which works with twenty-two academies across the Diocese. You can find out more about these and the strengths of our organisation on our website at www.dsat.org.uk. We take safeguarding seriously and candidates will be subject to rigorous procedures to ensure that our children are suitably protected at all times. This will include an enhanced DBS check for all successful candidates before employment is confirmed.

This recruitment pack includes:

Our School

Brief outline of who we are and what we do

Job Advert and How to Apply

Please ensure that your application relates to the correct advertisement and that you have been able to find details of how to apply with the correct form.

Job Description and Person Specification

We aim to provide you with a clear indication of the role you are applying for. When completing your application, we ask you to relate your experience and skills to the Job Description and Person Specification in a clear and succinct manner.

DSAT Vision and Values

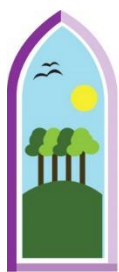
This document outlines the strength of the ambitions that we have for our Trust and our vision for all of the children in the Trust.

Equal Opportunities Monitoring Form

We are committed to equality in the workplace and supporting the development of all our employees.

Privacy Notice

We want you to be aware of how any personal data you provide will be processed up to and beyond the appointment of a successful candidate.



Dunbury Church of England Academy

Letter from Headteacher

Thank you for your interest in the vacancy for the Teaching Assistant position at Dunbury Academy. As a small village school, we are a small team and we work closely together, each playing an essential part in making our school the best place it can be for its children and the community.

We value every member of the team in their respective roles and we empower and encourage each other to fulfil our roles to the best of our abilities. The Teaching Assistant role is a demanding and rewarding role. We are looking to appoint a Teaching Assistant who enjoys working with children, is kind and loves being part of a team.

Please do not hesitate to get in contact with us if you require any further information. Come and join us!

Mrs H Doswell,
Headteacher

Strength in difference, together we are one. Together we fly high.

Friendship, Respect, Courage and Trust

These are our core values which run through everything we do.

We value and encourage every child

Each and every child has gifts of their own to bring to their learning and to the world. Fostering a deep sense of respect, responsibility and belonging, we encourage each child's uniqueness and celebrate what every individual brings to our community.

We strive for excellence in all we do

We work together to inspire every child to exceed expectations. We celebrate the challenge of aiming high in all aspects of learning and life, helping children to believe in themselves and in what they can achieve.

We nurture lifelong learning, creativity and play

We encourage children to think differently and play, to be curious and to be passionate about their learning and the world. We nurture the ability to think critically and empower children to challenge ideas.



Our School

Dunbury is a very special place. We are a small primary school, serving the villages of the Winterborne Valley in the heart of Dorset. The first federated primary school in the country, we currently operate two beautiful bases, Dunbury Infants in the village of Winterborne Kingston and Dunbury Juniors in Winterborne Whitechurch.

At Dunbury the children come first; they are at the centre of everything we do. Our Vision "Strength in difference, together we learn, together we fly high" ensures that all of the children in our care receive the very best education. Our talented team of teachers and support staff work hard to enable each and every child to be the best they can be. Our inclusive, caring ethos is underpinned by Christian values and we have a good relationship and active partnership with our local churches. As well as enjoying links with the Blandford pyramid of schools we are also part of a family of academies under the Diocese of Salisbury Academy Trust (DSAT), which we joined in February 2014.

We have five classes and amazing grounds, with our purpose-built Dunbury Juniors offering airy classrooms and beautiful outdoor learning and play space. Dunbury Juniors offers smart and spacious facilities including Music, ICT, Science and Art rooms and a large playground and field. We are very proud of our school and think that it's a brilliant place to learn and have fun. We are also very proud to have been judged as "Good" in all areas in both our recent Ofsted and SIAMS inspections (March 2017).

You are most welcome to come in and have a look around our school; please do not hesitate to contact us for more information or to arrange a visit.



Job Advert

Job Title	Teaching Assistant
Academy Name	Dunbury Academy
Location	Winterborne Kingston and Winterborne Whitechurch, Dorset
Contract Type	Fixed Term contract until 23 July 2023 – 28 ¾ hours per week (5 ¾ hours per day, 8:30am to 3.15pm, Monday to Friday, term time only)
Salary	Grade 5 SCP 4 Actual salary £13,776 per annum (£21,189 FTE)
Pension	Local Government Pension Scheme
Contact	Holly Doswell - Headteacher
Closing Date	Friday 17 th February 2023 at 9.00am
Interview Date	Week commencing Monday 20 th February 2023
Start Date	As soon as possible

We are seeking to appoint a Teaching Assistant to work 5 ¾ hours daily from 8.30am – 3.15pm term time only, to support a child with an EHCP.

Our school vision and values underpin everything that we do and we love to celebrate seeing our school values in action.

If you feel that you are what we are looking for, we would love to hear from you.

Please state clearly which position you are applying for, your reasons for applying and your areas of interest and expertise. It is important that you write your application based upon the person specification and send it to sross@dunbury.dsat.org.uk.

Our school website can be found at www.dunbury.dsat.org.uk.

The Diocese of Salisbury Academy Trust is committed to safeguarding the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS check will be required.

Applicants should be able to support the aims of a Christian school with strong church links. Dunbury is committed to safeguarding and promoting the welfare of children and equal opportunities in employment and expects all staff and volunteers to share this commitment.

Any offer of employment will be subject to receipt of an enhanced check by the Disclosure and Barring Service (formerly known as CRB) and two acceptable references.

Please view our Privacy Notice for those who have applied to work at the Trust at www.dsat.org.uk/data-protection

Job Description

Job Title: Teaching Assistant

Reports to: Headteacher

Main Duties:



Support and supervise individual pupils or groups as required with teacher-led or planned learning activities whilst monitoring and informing on progress, in order to enable pupils to achieve their full learning potential

- Support pupils in a specialist area [e.g. reading, ICT, literacy, phonics, numeracy] when required. Use specialist (curriculum/learning) skills/training/experience to support pupils in their learning
- Be aware of and understand individual pupil needs to support them to participate in activities, using and modifying equipment or resources appropriately and dealing with challenges as they arise
- Set challenging and demanding expectations for our pupils, whilst promoting their self-esteem and independence

Establish and maintain appropriate relationships with individual pupils and groups by communicating effectively and encourage their social and emotional development, building trust and rapport to support an effective learning environment

- Providing feedback and encouragement to pupils as appropriate in relation to progress and achievement, under the guidance of the teacher or other senior members of staff
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities

Promote the inclusion and acceptance of all pupils within the classroom

- Support pupils consistently whilst recognising and responding to their individual needs
- Support children with specific needs where appropriate, [such as those with behavioural, emotional, physical or social development needs] to enable them to maximise learning and reporting progress or concerns to senior members of staff as appropriate

Support the teacher in a range of activities that support teaching and learning, and result in improved outcomes for pupils

- Provide general administrative support, for example, photocopying and preparation of materials to support teaching and learning and other school activities
- Preparing and presenting displays of children's work as required both in the classroom and around the wider school
- Working alongside the class teacher and other senior members of staff to ensure that learning resources are ready for use
- Prepare and effectively use ICT within the classroom to support and promote learning
- Promote good behaviour, contribute to and fairly apply an effective behaviour management strategy
- Accurately record achievement and sharing that accurate information with other senior members of staff, practitioners and parents/families as appropriate
- Maintain an up to date understanding of the requirements of the role and continue to develop professional practices
- Follow relevant school procedures and ensure confidentiality at all times
- Attend and participate in relevant meetings as required

To fully comply with the Trust's safeguarding policy.

The above outlines the main duties and responsibilities of the post but may not identify each individual task to be undertaken. You will be required to carry out any other duties reasonably

requested by the Head teacher or other senior members of staff.

- This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

Person Specification

	Essential	Desirable
Experience / qualifications	<ul style="list-style-type: none"> • Working with children in an educational environment • 5 GCSEs with grade C or above in English and Mathematics or equivalent 	<ul style="list-style-type: none"> • Working with children who have a variety of educational needs • NVQ Level 3 or equivalent • Able to speak Ukranian
Knowledge and understanding	<ul style="list-style-type: none"> • Understand how children learn and develop • Positive management of children's behaviour • Familiar with expectations for primary age children • Understand need for professionalism – health and safety, confidentiality, equality, child protection and safeguarding 	<ul style="list-style-type: none"> • Understanding of the requirements of the national curriculum from the Early Years Foundation Stage, Key Stage One and Key Stage Two
Skills	<ul style="list-style-type: none"> • Able to relate to, and genuinely enjoy working with, children • Cheerful, optimistic and resilient • Positive approach to problem-solving • Committed to valuing, nurturing and developing young people • Committed to developing yourself professionally • Team player • Able to use initiative 	



Diocese of Salisbury Academy Trust

'Beyond expectations for all of God's children'

Our vision is for the growth of thriving Christian learning communities, providing everyone with the opportunity to achieve more than they ever thought possible. Christian service is at the heart of all we do, as we help young people to develop excitement in learning and to live life to the full. We value everyone equally and demonstrate this through our words, actions, community life and the quality of the opportunities we provide.

Children and young people at the heart of all we do

Our young people will be inspired to develop academically and spiritually, aspiring beyond their own and others' expectations.

Faithfulness to our Christian tradition

We put God's love into action through our values of love, reconciliation, hope, forgiveness, peace, grace, justice and joy. Working with our parishes and communities, we encourage an understanding of the significance of faith through teaching, worship and prayer.

Striving for excellence

We love learning and are passionate about the high standards we can achieve in all aspects of life.

Collaboration

We build strong partnerships, learning with and from others as we challenge ourselves to reach new heights. We give of our best and expect the best from one another.

Celebrating success

We celebrate the achievements of every individual and share our successes widely.



'I can do everything through Christ, who gives me strength'



Background to DSAT

The Diocese of Salisbury Academy Trust (DSAT) was established at the end of 2013 to provide a home for schools within the Diocese of Salisbury who wanted to convert to academy status. From January 2021, the Trust has twenty-two academies. Whilst the Trust is a separate entity to the Diocesan Board of Education (DBE), they work together in dynamic and strategic partnership to transform provision and outcomes for the children in their care.

Alongside its improvement work in its current member academies, the Trust is working actively with other schools and the Regional Schools Commissioner (RSC) to grow its family of academies. This will enable a greater level of system-led improvements, further opportunities for collaboration between leaders and staff at all levels of the organisation and better economies of scale, vital in the current challenging economic climate.

DSAT provides an opportunity for schools to convert to academy status in a way that is different to many academy trusts.

- Individual schools that can thrive in their own context and in line with their own vision and values;
- A home for church schools committed to maintaining their distinctiveness, based upon their Christian values;
- A home for schools without a Christian foundation, who are wanting to work with us in partnership to secure better outcomes for children;
- A dynamic collaboration, working in conjunction with a range of partners, to deliver tailored programmes of school improvement that will meet the needs of each academy;
- Services available to academies that will support improvements to teaching and learning, allowing schools to focus on their core business rather than being distracted by academy business;
- The flexibility to meet schools where they are on their journey and to adapt to their specific circumstances;
- Opportunities to operate in close partnership and strong relationship with the DBE, the RSC and local authorities for the good of our academies.



The [Salisbury Diocesan Board of Education \(SDBE\)](#), formed in 1830, is one of the oldest formal diocesan bodies. Many of the church schools were founded before that date, and the Board was formed to support their work and to promote new schools. The Diocese today extends over 2,000 square miles, with a population of just under 860,000. There are a total of 195 schools and academies serving 40,000 children. The SDBE works across a number of counties and local authorities, working closely in mutually beneficial partnership with them in order to progress the life-chances of the children in their care. DSAT is open to both church and non-church affiliated schools across the region.

To find out more about our Trust, and to see a map of our locations, please go to www.dsat.org.uk/welcome.